



Nevada City Parks & Recreation

Pioneer Park – Seaman's Lodge

Use Guidelines

The following guidelines are for any Rental or Class that takes place at Seaman's Lodge located in Pioneer Park.

Before Using the Facility:

- All building users must have a completed contract and proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Renter, named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If alcohol will be **sold** at the event, the Renter is responsible for acquiring an Alcohol License from ABC. 530-751-8570. If alcohol will be **served** at the event, the Renter must acquire a Nevada City Alcohol Permit.

During Use of the Facility:

- Any amplified music, loud voices & other noise must be terminated by 11:00pm.
- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020
- If participants are outside, voices should be low and considerate of neighboring homes.
- NO SMOKING is allowed inside Seaman's Lodge at anytime
- The Renter is responsible for alcohol consumption of the event guests.
- No tape of any kind is to be used on the floors or walls.
- No tacks, nails or staples are to be put in the walls at any time.
- No rice, birdseed or confetti can be used inside or around the building.
- Use of the kitchen area only with prior notice. (Note: Do not dump food in sinks when cleaning dishes – they will not drain properly, becoming clogged and may result in the forfeiture of your cleaning deposit.)
- If guidelines are not being followed police or facility management will shut down the event.
- There are NO refunds on rental fees or cleaning deposit if an event is shut down.

Before leaving the Facility:

- The premises shall be cleaned up and vacated by midnight. (See Cleaning Checklist)
- Users that leave the building unclean will lose their cleaning deposit and be charged an additional \$25 per hour for City staff cleaning time.

Other:

- No pets are allowed in the building at anytime. (Guide dogs are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Users must provide their own supplies (ie: presentation, audiovisual, decorations, etc.)
- Keys to the facility must be picked up at City Hall, one business day prior to the event. Keys must be returned to City Hall the first business day following the event.

Payments

- All payments are to be made to: City of Nevada City
- Rental fees are due 2 weeks prior to the event date.
- A Cleaning Deposit is due 2 weeks prior to the event date. If the facility is cleaned as specified above, the cleaning deposit will be refunded to the Renter within 30 days of the event.
- Refunds for cancellations will only be granted up to 2 weeks before the event date, minus a \$25 processing fee.

Insurance

Proof of insurance in the amount of \$1,000,000 naming the City of Nevada City as additional insured must be provided two weeks prior to the event date.

All Forms and payment must be mailed or faxed to:

Nevada City Parks & Recreation, 317 Broad Street, Nevada City, CA 95959; FAX 265-0187

Facility Address (Do NOT mail anything to this address.):

Pioneer Park – Seaman’s Lodge; 425 Nimrod St, Nevada City, CA 95959

Contacts during use of the building:

During business hours – 265-2496

Non-business hours – 265-7880 (Sheriff’s Dispatch)

CLEANING CHECKLIST FOR RENTERS

Main Hall

1. Wipe down all tables and soiled chairs.
2. Sweep damp mop floor (**WATER ONLY**).
3. Return tables and chairs to their appropriate racks for storage.

Kitchen

1. Wipe off stoves, all counters and sinks. Also wipe down inside of refrigerator if needed.
2. Sweep and mop kitchen floor (**WATER ONLY**).
3. Place all trash in dumpster.
4. Place new bags in trash cans.

Bathrooms

1. Empty trash.
2. Sweep and mop floors.
3. Turn off lights.

Closing Up & Locking the Lodge

1. Close and lock all windows.
2. Turn off all lights.
3. Lock all doors.
4. Close all outside shutters.

Please be sure to clean all areas that were used by your group to insure that you will be refunded your cleaning deposit. Report any unsafe conditions to the facility manager as soon as possible.

Thank you for your cooperation.